



राजपत्र, हिमाचल प्रदेश

हिमाचल प्रदेश राज्य शासन द्वारा प्रकाशित

शिमला, शनिवार, 7 सितम्बर, 2013/16 भाद्रपद, 1935

हिमाचल प्रदेश सरकार

सामान्य प्रशासन विभाग
(गोपनीय एवं मंत्रीमण्डल)

अधिसूचना

शिमला-2, 4 सितम्बर, 2013

संख्या: जी.ए.डी.(सी सी) 5-2/71.—हिमाचल प्रदेश की राज्यपाल, भारत के संविधान के अनुच्छेद 166 के खण्ड (3) द्वारा प्रदत्त शक्तियों का प्रयोग करते हुए दी बिज़नेस ऑफ़ दी गवर्नमेंट ऑफ़ हिमाचल प्रदेश (ऐलॉकेशन) रूल्ज़, 1971 का और संशोधन करने के लिए निम्नलिखित नियम बनाती हैं, अर्थात् :-

1. संक्षिप्त नाम और प्रारम्भ.—(1) इन नियमों का संक्षिप्त नाम दी बिज़नेस ऑफ़ दी गवर्नमेंट ऑफ़ हिमाचल प्रदेश (ऐलॉकेशन) (145वां संशोधन) नियम, 2013 है।

(2) ये तुरन्त प्रवृत्त होंगे।

2. शीर्षक TRANSPORT DEPARTMENT के अधीन मद संख्या 1 से 12 का प्रतिस्थापन.—दी बिज़नेस ऑफ़ दी गवर्नमेंट ऑफ़ हिमाचल प्रदेश (ऐलॉकेशन) रूलज़, 1971 के शड्यूल में, शीर्षक TRANSPORT DEPARTMENT के अधीन क्रम संख्या 1 से 12 के स्थान पर निम्नलिखित रखा जाएगा, अर्थातः—

- “1. The Motor Vehicle Act-1988 and Rules made thereunder.
2. The Road Transport Corporation Act-1950 and Rules made thereunder.
3. Himachal Road Transport Corporation and all matters connected therewith.
4. Himachal Pradesh Bus Stand Management and Development Authority Act-1999 and all matters connected therewith.
5. Regulation of Motor Vehicles for Passengers and Goods Transport and all allied matters.
6. State Transport Authority and Regional Transport Authorities.
7. Water Transport and all matters allied thereto.
8. Management and Development of road side bus/rain shelters.
9. The Himachal Pradesh Motor Vehicles (Taxation) Act, 1972- Administration thereof.”

राज्यपाल के आदेश द्वारा
सुदृप्त राय
मुख्य सचिव,
हिमाचल प्रदेश सरकार।

[Authoritative English Text of this Department Notification No. GAD(CC)-5-2/71 dated 4th September, 2013 as required under clause (3) of Article 348 of the constitution of India].

GENERAL ADMINISTRATION DEPARTMENT
(Confidential & Cabinet)

NOTIFICATION

Shimla-171002, the 4th September, 2013

No. GAD(CC)-5-2/71.—In exercise of the powers conferred by clause (3) of article 166 of the Constitution of India, the Governor, Himachal Pradesh, hereby makes the following rules further to amend the Business of the Government of Himachal Pradesh (Allocation) Rules, 1971, namely:—

1. **Short title and Commencement.**—(1) These rules may be called the Business of the Government of Himachal Pradesh (Allocation) (145th Amendment) Rules, 2013.

(2) They shall come into force with immediate effect.

2. Substitution of items 1 to 12 under the heading TRANSPORT DEPARTMENT.—

In the Schedule appended to the Business of the Government of Himachal Pradesh (Allocation) Rules, for serial number 1 to 12 under the heading TRANSPORT DEPARTMENT, the following shall be substituted, namely:—

- “ 1. The Motor Vehicle Act-1988 and Rules made thereunder.
2. The Road Transport Corporation Act-1950 and Rules made thereunder.
3. Himachal Road Transport Corporation and all matters connected therewith.
4. Himachal Pradesh Bus Stand Management and Development Authority Act-1999 and all matters connected therewith.
5. Regulation of Motor Vehicles for Passengers and Goods Transport and all allied matters.
6. State Transport Authority and Regional Transport Authorities.
7. Water Transport and all matters allied thereto.
8. Management and Development of road side bus/rain Shelters.
9. The Himachal Pradesh Motor Vehicles (Taxation) Act, 1972- Administration thereof.”

By order of the Governor,
Sd/-
Chief Secretary to the
Government of Himachal Pradesh.

सामान्य प्रशासन विभाग
(गोपनीय एवं मंत्रीपरिषद्)

अधिसूचना

शिमला-2, 4 सितम्बर, 2013

संख्या: जी.ए.डी.(सी सी)5-2/71.—हिमाचल प्रदेश की राज्यपाल, भारत के संविधान के अनुच्छेद 166 के खण्ड (3) द्वारा प्रदत्त शक्तियों का प्रयोग करते हुए दी बिज़नेस ऑफ दी गवर्नमेंट ऑफ हिमाचल प्रदेश (एलॉकेशन) रूलज़, 1971 का और संशोधन करने के लिए निम्नलिखित नियम बनाती हैं, अर्थात् :-

1. संक्षिप्त नाम और प्रारम्भ.—(1) इन नियमों का संक्षिप्त नाम दी बिज़नेस ऑफ दी गवर्नमेंट ऑफ हिमाचल प्रदेश (एलॉकेशन) (144वां संशोधन) नियम, 2013 है।

(2) ये तुरन्त प्रवृत्त होंगे।

2. शीर्षक PERSONNEL DEPARTMENT के अधीन मद का प्रतिस्थापन.—दी बिज़नेस ऑफ दी गवर्नमेंट ऑफ हिमाचल प्रदेश (एलॉकेशन) रूलज़, 1971 (जिन्हें इसमें इसके पश्चात उक्त नियम कहा गया

है) के शडयूल में शीर्षक PERSONNEL DEPARTMENT के उप शीर्षक APPOINTMENT के अधीन क्रम संख्या 8 के स्थान पर निम्नलिखित रखा जाएगा, अर्थात्,—

“8. All policy matters relating to recruitment and promotion except policy for providing employment assistance on compassionate grounds.”

3. शडयूल में संशोधन.—उक्त नियमों के शीर्षक FINANCE DEPARTMENT के अधीन विद्यमान क्रम संख्या 28 के पश्चात् निम्नलिखित मद जोड़ी जाएगी, अर्थात्—

“29 All policy matters relating to formulation/ amendment in the existing policy of providing employment assistance to the dependents of the deceased Government servants including issue of instructions as and when required and providing of employment assistance to the eligible dependents thereunder.”

राज्यपाल के आदेश द्वारा
सुदृप्त राय,
मुख्य सचिव,
हिमाचल प्रदेश ।

[Authoritative English Text of this Department Notification No. GAD(CC)-5-2/71 dated 4th September, 2013 as required under clause (3) of Article 348 of the constitution of India].

**GENERAL ADMINISTRATION DEPARTMENT
(Confidential & Cabinet)**

NOTIFICATION

Shimla-171002, the 4th September, 2013

No. GAD(CC)-5-2/71.— In exercise of the powers conferred by clause (3) of article 166 of the Constitution of India, the Governor, Himachal Pradesh, hereby makes the following rules further to amend the Business of the Government of Himachal Pradesh (Allocation) Rules, 1971, namely:—

1. Short title and Commencement.—(1) These rules may be called the Business of the Government of Himachal Pradesh (Allocation) (144th Amendment) Rules, 2013.

(2) They shall come into force with immediate effect.

2. Substitution of items under the heading PERSONNEL DEPARTMENT.—In the Schedule appended to the Business of the Government of Himachal Pradesh (Allocation) Rules, 1971 (Hereinafter referred to as the ‘said rules’ for serial number 8 under the sub heading APPOINTMENT of heading PERSONNEL DEPARTMENT the following shall be substituted, namely:—

“ 8. All policy matters relating to recruitment and promotion except policy for providing employment assistance on compassionate grounds.”

3. Amendment in Schedule.—In the said rules, under the existing Serial number 28 of heading FINANCE DEPARTMENT, the following shall be added, namely:—

“29 All policy matters relating to formulation/amendment in the existing policy of providing employment assistance to the dependents of the deceased Government servants including issue of instructions as and when required and providing of employment assistance to the eligible dependents thereunder.”

By order of the Governor
Sd/-

*Chief Secretary to the
Government of Himachal Pradesh.*

सामान्य प्रशासन विभाग
एफ—अनुभाग

अधिसूचना

शिमला—2, 6 सितम्बर, 2013

संख्या: सा0प्र0वि0—एफ—एफ(4)—10/2000.—राज्यपाल, हिमाचल प्रदेश “हिमाचल प्रदेश स्वतन्त्रता सेनानी सम्मान योजना—1985” के अन्तर्गत प्रदेश के जीवित स्वतन्त्रता सेनानियों की सम्मान राशि को दिनांक 01-09-13 से मु0 ₹ 7,500/— से बढ़ाकर मु0 ₹ 10,000/— प्रतिमाह करने की सहर्ष स्वीकृति प्रदान करते हैं।

यह स्वीकृति वित्त विभाग की अनौपचारिक टिप्पणी फिन(सी)ए(9)—2/2002 दिनांक 02-09-2013 द्वारा प्राप्त सहहमति के अनुसार जारी की जाती है।

इस पर होने वाला व्यय मुख्य शीर्ष—2235 —सामाजिक सुरक्षा तथा कल्याण कार्यक्रम—60—सामाजिक सुरक्षा तथा कल्याण—200—अन्य स्कीमें—05—हिमाचल प्रदेश स्वतन्त्रता सेनानी कल्याण—पेंशन—गैर योजना में से किया जाएगा।

आदेश द्वारा,
हस्ता/—
सचिव (सामान्य प्रशासन)।

INFORMATION TECHNOLOGY DEPARTMENT

NOTIFICATION

Shimla, the 31st August, 2013

No. DIT-D (1)5/2011-139.—In exercise of the power conferred by section 18 of Citizen Act 1955, read with rule 3 & 4 of citizenship Rules, 2003 (Registration of the Citizens and issue of National Identity Cards) the Central Government have decided to prepare the National Population Register in the Country, the 1st Phase of which is, filed work for data collection was over in the State. In the 2nd Phase, Biometric Database along with the other additional KYR information of the residents will be captured.

In this context, Government of Himachal Pradesh hereby appoint the officers under the Citizenship Act, 1955 and Citizenship (Registration of the Citizens and issue of National Identity Cards) Rules 2003 for the purpose of preparation of the National Population Register (NPR), as per rules 5, 16 and 18 mentioned in column (1) of the schedule below as Registrars for the preparation of National Population Register with NPR designations mentioned in Column (2) to take, or aid in, or supervise the NPR Operations within the administrative area specified against each of them in column (3) of the said schedule.

Sr. No.	Designation	NPR Designation	Administrative Area
1.	District Collector	District Registrar	Respective District
2.	Tehsildar	Sub District Registrar	Respective Taluka including Census Towns & OGs but excluding Statutory Towns
3.	Secretary of Municipal Corporation/ Municipality	Sub District Registrar	Respective Municipal Corporation/ Municipality.
4.	Executive Officer of Cantonment Board	Sub District Registrar	Respective Cantonment Board
5.	Panchayat Secretaries	Local Registrar	In rural villages or Census Towns/ Out Growths
6.	Patwaries	Local Registrar	In wards of statutory towns (Municipal Corporations/ Municipalities/ Cantonment Board) as deployed by the Sub District Registrar concerned

Duties and responsibilities of the Registrars at various levels and General Public in connection with NPR.

District Registrar :

- (a) Appointment of all functionaries at the district level.
- (b) Training of all functionaries at the district level.
- (c) Distribution of material for the filed work
- (d) Ensuring proper publicity.
- (e) Undertaking inspection of data collection and biometric camps from time to time.
- (f) Ensuring and certifying complete coverage.
- (g) Disposing claims submitted by the individuals as per the rules and instructions issued from time to time.
- (h) Authentication of the data as per the rules and instructions issued from time to time.
- (i) Exercising financial control over expenditure.
- (j) Coordinating NPR work at the district level.
- (k) Any other task assigned from time to time.

Sub District Registrar:

- (a) Appointment of all the functionaries at the Sub District level (Taluk/ Municipal Corporation/Municipality/Cantonment Board).
- (b) Training of all functionaries at the Sub District level.
- (c) Distribution of material for the field work.
- (d) Ensuring proper publicity.
- (e) Undertaking inspection of data collection and biometric camps from time to time.
- (f) Ensuring timely start and completion of NPR work.
- (g) Ensuring correctness and quality of data collection.
- (h) Ensuring and certifying complete coverage.
- (i) Disposing claims submitted by the individuals as per instructions issued from time to time.
- (j) Authentication of the data as per instructions issued from time to time.
- (k) Exercising financial control over expenditure.
- (l) Coordinating NPR work at the Sub District level.
- (m) Any Other task assigned from time to time.

Local Registrar:

- (a) Ensuring arrangements for publicity/ awareness campaign in the rural areas (Villages/ Census Towns/ Out Growths) and urban area (Wards of statutory Towns) regarding the creation of NPR by making drum beat, mike announcements, etc.
- (b) Ensuring the full coverage of area under her/his jurisdiction and that no household/ individual has been left out.
- (c) Displaying the list of “usual residents” in sonic prominent places in the village/ward area.
- (d) Marking correction in the list and submitting the same to Sub- District Registrar after incorporating the changes/ objections.
- (e) Authenticating the collected data in respect of “usual residents” as per instructions from time to time.
- (f) Any other task assigned from time to time.

General Public:

- (a) Give information to the enumerator.
- (b) Attend the biometric camp on the assigned date and time.

(c) As per rule 7, the head of family and individual to act as informant.

- (1) It shall be compulsory for every citizen of India to assist the officials responsible for preparation of the National Register of Indian Citizens under rule 4 and get himself registered in local register of Indian Citizens during the period of initialization.
- (2) It shall be the responsibility of the head of every family, during the period specified for preparation of the Population Register, to give the correct details of name and number of members and other particulars, as specified in sub-rule (3) of rule 3, of the family of which he is the head.
- (3) It shall be the responsibility of every citizen to register once with the Local Register of Citizen Registration and to provide correct individual particulars to that authority.
- (4) In the case of dependents, such as minor who has not attained the age of eighteen years, or who is disabled, the responsibility of reporting the particulars under this rule shall be of the head of the family.

Provided that in so far as inmates of institutions, such as Orphanages, old age homes, mental asylums are concerned, the responsibility for providing the requisite details shall lie with the head of the institution.

- (d) Fill the KYR forms
- (e) Strict discipline should be maintained in the camp.
- (f) After the publication of LRUR check their particulars and if any discrepancy found bring it to the notice of Local Register.

By order,
Sd/-
Additional Chief Secretary (IT).

HOME DEPARTMENT

NOTIFICATION

Shimla-2 5th September, 2013

No. Home-B(A)-1-3/2004 (10).—The Governor, Himachal Pradesh is pleased to order the creation of following six posts for the office of the Advocate General, H.P. at New Delhi with immediate effect:—

Sl. No.	Name of posts	No. of post	Pay Scale Rs.
1.	Deputy Advocate General or Assistant Advocate General	1	Rs.37400-67000 +8700 GP
			Rs.15600-39100 +8400 GP
2.	Senior Assistant	1	Rs.10300-34800 +4400 GP
3.	Jr.Scale Stenographer	1	Rs.5910-20200+2800 GP
4.	Clerk	1	Rs.5910-20200 +1900 GP
5.	Peon	2	Rs.4900-10680 +1300 GP
	Total .	6	

The Governor, Himachal Pradesh is further pleased to order that the following six posts of the Prosecution Directorate at New Delhi shall stand abolished with effect from the date of their vacation or 30.9.2013 whichever is earlier:—

1. District Attorney....1 post.
2. Senior Assistant...1 post.
3. Junior Assistant...1 post.
4. Clerk...1 post.
5. Peons...2 posts.

This issues with the prior concurrence of Finance Department vide their U.O. No.52632626-Fin-F/13, dated 31st August, 2013.

By order,
(PARTHASARA THI MITRA),
Additional Chief Secretary(Home).

HIGH COURT OF HIMACHAL PRADESH AT SHIMLA

NOTIFICATION

Shimla, the 3rd September, 2013

No. HHC/Protocol/GH/Rules.—The Hon'ble the Chief Justice is pleased to make the following Rules for the regulation of use, maintenance and control of the Guest Houses and Sessions Houses under the control of the High Court of Himachal Pradesh:

1. Short title and commencement.—(a) These Rules shall be called the “High Court of Himachal Pradesh (Use, Maintenance and Control of Guest Houses and Sessions Houses) Rules, 2013.

(b) These Rules shall come into force with immediate effect.

2. Definitions.— In these Rules, unless the context otherwise requires—

- (a) **“Chief Justice”** means the Chief Justice of High Court of Himachal Pradesh.
- (b) **“Judge In charge”** means the Judge In charge of the committee, if it is single Judge Committee or if the Committee comprises of two or more Judges, then, the Senior Most Judge in the Committee.
- (c) **“Controlling Officer”** means the Officer in the rank of the Registrar or O.S.D. designated as Controlling Officer by the Chief Justice for the purpose of control of Guest Houses and Sessions Houses in the State of H.P.
- (d) **“Officer-in-Charge”** means officer in the rank of the Deputy Registrar or Assistant Registrar, (who is the Branch Officer of the Protocol Branch in High Court) for the purpose of Guest Houses at Kaithu and Ravenswood, Shimla and

in respect of Guest Houses and Sessions Houses in other parts of the State, the Senior Most Judicial Officer in the Sub Division within whose jurisdiction, the Guest House or Sessions House is situated.

- (e) **“Financial Rules”** means H.P. Financial Rules, 2009 as amended from time to time.
- (f) **“Government”** means the Government of Himachal Pradesh.
- (g) **“High Court”** means High Court of Himachal Pradesh.
- (h) **“Guest House”** means the guest house and the Sessions House in Himachal Pradesh under the control of the High Court of H.P.
- (i) **“Registrar General”** means the Registrar General of High Court of Himachal Pradesh.
- (j) **“Registrar”** means the Registrar appointed in the High Court of Himachal Pradesh.
- (k) **“Protocol Branch”** means the Protocol branch of the High Court of Himachal Pradesh.
- (l) **“Protocol Officer”** means the Protocol Officer or the S.O. (Protocol) who is the In charge of the Protocol Section in the High Court of Himachal Pradesh.
- (m) **“Committee”** means the Committee of one or more Hon'ble Judges of the High Court of H.P. styled as the “Protocol and Hospitality Committee” or called by any other similar name in order to exercise overhaul control over the Protocol and other hospitality matters in respect of the Judiciary in State of H.P. including the upkeep and maintenance of the Guest Houses run under the control of the High Court of H.P.
- (n) **“District & Sessions Judge”** means the District & Sessions Judge of the District & Sessions Division, in the territorial jurisdiction of which, the Guest House is located.
- (o) **“Judicial Officer”** means the Judicial Officer in the state of H.P..
- (p) **“Boarding charges”** means and includes the charges for breakfast, lunch, dinner, tea etc. as may be fixed by the Hon'ble the Chief Justice from time to time.
- (q) **“Care Taker”** means any official of the Registry of the High Court who is holding the rank of a Sr. Assistant or Caretaker for the purpose of Guest Houses at Kaithu and Ravenswood whereas for the purpose of Guest House(s) at the District & Sessions headquarters, the Civil Nazir in the Office of the District & Sessions Judge and for the purpose of Guest House(s) at the Sub Divisional Level, the Naib Nazir working in the Office of the Senior Most Judicial Officer in the Sub Division.
- (r) **“Check-List”** means list of all the items provided for the use by a guest in a suite or a room of a guest house.

- (s) **“Prescribed”** means prescribed under these Rules. Classification of Guest Houses.
- (t) **“Charges”** means occupational charges of Guest House(s) as given in Annexure-A which shall be revisable at the discretion of the Hon'ble the Chief Justice from time to time but the same shall not include the boarding charges.
- (u) **“Bill-cum-Receipt”** means the bill-cum-receipt of charges of the Guest House/Sessions House to be issued at the time of vacation of guest house by the guest(s) in Annexure-B.
- (v) **“Attendant”** means Attendant appointed in Guest House and this term shall also include any Class-IV employee posted in the Guest House.
- (w) **“Guest”** means any of the dignitaries/persons staying in the Guest House out of the the dignitaries/persons mentioned in clauses (a) to (o) of Rule 8 of these Rules.

3. Classification Guest Houses.—(1) The Guest Houses in the State of H.P. shall be classified as under :

- (i) High Court Guest Houses in Himachal Pradesh.
- (ii) Sessions Houses in the State of H. P.

(2) The Chief Justice shall have the discretion to declare a Sessions House as High Court Guest House or vice versa.

4. Control of Guest Houses.—(1) Subject to the overall control and supervision of the the Registrar General, the District & Sessions Judge concerned and the Controlling Officer, the Officer-in-Charge shall be responsible for the proper use, care, maintenance and control of the Guest Houses within their jurisdictions.

5. Duties of the officerin-charge.—The officer- in-charge shall be duty bound to:—

- (a) Ensure the proper maintenance of the Guest House within his jurisdiction and control.
- (b) Ensure that the record of visitors in the form of a register in **Annexure – C** is properly maintained and wherever the computer facility is available, the record in this behalf shall also be maintained in the computer.
- (c) Ensure that registers showing the inventory of the furniture, furnishings, beddings, crockery, electrical appliances etc. provided in the Guest House (s) and expenditure incurred therefor are properly maintained in the proper stock registers.
- (d) Pay intermittent visits to the Guest House at least once in a week and ensure that the Guest House is properly maintained and in case any shortcoming is noticed then to get the same rectified on priority basis.

6. The officer-in-charge shall also.—(a) Check the inventory of the furniture, furnishing, crockery, beddings, electrical appliances etc. after three months *v.i.z.* in the months of April, July, October and January before 15 th day of the respective month and arrange to recover any loss arising out of the negligence or fault, from the person(s) concerned;

- (b) Have the electrical and other fittings got checked up after every three months and place the report on the record;
- (c) Arrange for the proper and prompt recovery of charges recoverable for the use and occupation of the Guest House from the occupants and credit the same to the Government under proper head;
- (d) Submit a report half yearly to the Controlling Officer regarding the recovery of the charges as mentioned at clause (c) of this Rule;
- (e) Ensure that the staff posted in the Guest House attend their duties in time that too in the prescribed uniform and submit a report to the Controlling Officer for any departure by them in this behalf;
- (f) Ensure that the Guest House(s) is/are not misused in any manner by any officer or official or otherwise by an outsider;
- (g) Shall also take steps for timely condemnation and writing off the unserviceable furniture, furnishing and crockery items etc. and their replacement in accordance with the relevant Rules and Instructions.
- (h) Shall ensure that occupants in the Guest Houses are properly attended and served by the staff posted in the Guest House(s) within his control.

7. Applicability of H.P.F.R.—(a) The expenditure on the repairs, maintenance, replacement of condemned furniture or furnishing articles and crockery etc. shall be regulated under the provisions of the Financial Rules as amended from time to time by the Government subject to the condition that such amendment is adopted by the High Court.

8. Persons entitled to occupy the Guest Houses and order of preference.—(1) The following persons shall be entitled to occupy the Guest Houses in order of preference as given as under:—

- (a) The Hon'ble the Chief Justice of India and his spouse and close family members;
- (b) The Hon'ble Judges of the Supreme Court of India and their spouses and close family members;
- (c) The Hon'ble the Chief Justice of High Court and his spouse and close family members;
- (d) The Hon'ble Judges of the High Court and their spouses and other close family members;
- (e) Former Chief Justice of India and his spouse;
- (f) Former Judges of the Supreme Court and their spouses;

- (g) Former Chief Justices of High Court and their spouses;
- (h) Former Judges of High Court and their spouses;
- (i) The Judges of other High Courts and their spouses and close family members;
- (j) Judicial Officers in the State of H.P. and their spouses.
- (k) Guests of the Hon'ble the Chief Justice and Hon'ble Judges of High Court excluding the Advocates.
- (l) Registrar General, Registrars, including Additional Registrars/Joint Registrars/Special Registrars and Officers of equivalent rank of the Supreme Court of India, the High Court and other High Courts.
- (m) Secretaries/Private Secretaries of the visiting Hon'ble the Chief Justice and Judges of the Supreme Court and of other High Courts accompanying the dignitaries.
- (n) Officers/officials of other High Courts or any other government department especially invited by the High Court in connection with the official work or accompanying any judge or former judge of other High Court either on transfer to the High Court or on retirement of any judge belonging to or settled in the state of Himachal Pradesh.
- (o) Such other person including the judicial officer working in any other State as may be permitted by the Hon'ble the Chief Justice.

9. Use and occupation of the Guest Houses including bookings and cancellation of reservation.—(a) Any guest shall be entitled to occupy any guest house only after the prior reservation of the accommodation in such guest house.

- (b) No guest shall be allowed to stay in the guest house at one time for a period of more than seven days.

Provided that the judicial officers, on transfer to Shimla can be allowed to retain the guest house till the allotment of Government accommodation or arrangement of private accommodation by him/her or for a period of not more than three months at a time or for a total period of three months in different spells, whichever, event occurs earlier.

Provided further that the trainee judicial officers can also be allowed to stay in the guest House during the currency of the training in H.P. State Judicial Academy till a hostel or Guest House of its own is constructed by the Academy.

Provided further that any guest who has been invited by the High Court for official purpose (s) can stay in the guest house till the task for which he/she has been invited is accomplished.

Provided further that the Hon'ble the Chief Justice under the facts and circumstances, in his discretion, can permit any guest to stay in the guest house for a period longer than the permissible under this Rule.

- (c) In respect of the sitting Judges or the former judges of the High Court or their close family members, the period of stay in the Guest House at a time can be 15 days, which, of course, can be extended up to one month under the orders of the Hon'ble the Chief Justice.

Provided that any judge who has been transferred as such to High Court from other High Court or is elevated to the bench of the High Court, can occupy the Guest House for a period till a suitable accommodation is allotted to his/her lordship/ladyship.

- (d) One suite in the fourth floor of the Guest House, *Kaithu* (suite No. 403) and one V.V.I.P. suite in every other Guest House shall be reserved only at the discretion of the Hon'ble the Chief Justice and one room in the fourth floor of the Guest House, *Kaithu* (Room No. 401) shall be reserved at the discretion of the Judge in charge of the Committee whereas other sets shall be reserved by the Controlling Officer only in respect of the eligible guests on the basis of first come first served.
- (e) Any reservation of the guest house in respect of any such person who is not eligible as per Rule 8 of these Rules can only be made at the discretion of the Hon'ble the Chief Justice or the Judge in charge of the Committee, if authorised, to do so by the Hon'ble the Chief Justice by a general or special Order.
- (f) The request for booking of the guest house can also be made through *e. mail* at the *email id* of the Protocol Branch of the High Court www.hphcprotocol@gmail.com followed by fax message and the confirmation of the booking shall also be made through *e. mail* or through fax.
- (g) Any reservation of guest house made can be cancelled at the discretion of Hon'ble the Chief Justice only under exceptional and emergent circumstances and intimation in this behalf shall be given to the guest concerned at least 24 hours anterior to the date and time of the booking which is proposed to be cancelled.
- (h) Every guest shall, at the time of entry in the Guest House, make entry in the Register, which shall be maintained in the form given in **Annexure-C**, showing his/her name, designation, address, date and time of arrival and the purpose of journey, official or private.
- (i) Immediately after the entry in the suite or the room of the guest house, the guest shall compare certain items which have been provided in the room with the check list normally available on the small study table provided in the suite/room and find out as to whether all such items are available in the suite/room.
- (j) It shall be incumbent upon each guest that all the items available in a suite or the room of the guest house are handled with all due care and caution.
- (k) Consumption of liquor or any other psychotropic or narcotic substance or smoking in any form, shall be strictly prohibited and in case any guest is found violating this sub clause, then he/she shall have to vacate the suite/room forthwith.
- (l) At the time of leaving the suite or the room in the guest house, it shall be incumbent upon the guest to check the check list and find out as to whether all the items which were available in the room are safe and no damage has been caused to any of the item or any item has not been lost. The guest shall also ensure that all the taps in the wash room have been properly turned and the heater and the lights are properly switched off.
- (m) At the time of the departure of the guest house, it shall be the duty of the guest to make entry in the occupancy Register qua his/her date and time of departure and make payment of the charges as per billcum-receipt to in **Annexure- B** to be issued by the caretaker or the Cook-cum-Chowkidar or the Attendant in the Guest House and also the boarding charges for food etc..

Provided that Hon'ble the Chief Justice or the Judge In charge, if authorised by the Chief Justice, may in his discretion, in appropriate cases, exempt any guest himself or any person accompanying him, who has been invited by the High Court for any official purpose or otherwise, to waive off the charges and even also the boarding charges.

- (n) The check in and check out time shall be reckoned from **12.00 Noon**.
- (o) No guest shall be entitled for reservation of more than three rooms/suites at a time but keeping in view the requirements of the guest and his family etc. and also the fact that the accommodation in the guest house is available, one additional room can also be booked in favour of the guest.

Provided that the Hon'ble the Chief Justice, in his discretion, can permit occupation of more than four rooms by any guest at a time.

10. Charges for occupation of the Guest Houses.—(a) The charges and the boarding charges of the Guest Houses shall be as per **Annexure A**. A billcum-receipt in the prescribed form as per **Annexure B** shall be issued on account of the charges paid by a guest.

Provided that the Hon'ble the Chief Justice may, in his discretion revise the charges for stay in the Guest Houses from time to time.

Provided further that the Hon'ble the Chief Justice, in his discretion, can waive of the charges and also the boarding charges.

- (b) At the time of the fixation of the charges for use and occupation of Guest Houses, the tariff having been fixed by the government in Circuit Houses/Rest Houses may be taken into consideration.
- (c) It shall be the duty of the Care Taker, where such Care Taker is posted in the Guest House itself or in his/her absence of the Cook-cum-Chowkidar, wherever posted or of the Attendant in the Guest House, to recover all the charges from the Guest and deposit the same under the appropriate head will in time.

11. Availability of News Papers.—(a) Two News Papers (one English and one Hindi) shall be subscribed at the public expense in the entire guest house and kept in the drawing room, where the guest(s) can go through the same.

12. Supervisory Control and Inspection of the Guest Houses.—(a) The Controlling Officer shall exercise full control over the affairs of the Guest Houses and shall pay a visit to each Guest House(s) at least once in a year and submit his report to the Committee and in case he has noticed any shortcomings in the maintenance of the Guest House, then he shall take immediate steps for the removal of such shortcomings and also submit his report to the Committee and then to the Hon'ble the Chief Justice.

- (b) The District & Sessions Judge of the Sessions Division concerned shall also exercise full control over the affairs of the Guest House(s) situated in his jurisdiction, of course, subject to the general control of the Controlling Officer.
- (c) The Officer- in-Charge shall be responsible for proper upkeep and maintenance of the Guest House(s).

- (d) The Protocol Officer/S.O. (Protocol) in respect of the Guest Houses, Kaithu and Ravenswood, Shimla shall visit the Guest House(s) once in a fortnight, preferably every Monday and submit his/her report *qua* the affairs, upkeep and maintenance of the Guest House(s) to the Controlling Officer/Sessions Judge as the case may be and also take steps for proper upkeep and maintenance of the Guest House(s), if during the inspection, he/she has noticed any defect or discrepancy or slackness etc. in the proper maintenance of the Guest House(s). He/she shall also check and inspect the Feedback Register and note down the suggestions/ recommendations/ complaints of the guests and submit a complete report in this behalf to the Officer- in-Charge, who shall further bring the same into the notice of the Controlling Officer.
- (e) The Officer- in-Charge shall visit the Guest House(s) once in a quarter i.e. after three months, preferably before 15th day of next month of the quarter ending and submit his/her report *qua* the affairs, upkeep and maintenance of the Guest House(s) to the Controlling Officer/Sessions Judge as the case may be and also take steps for proper upkeep and maintenance of the Guest House(s). If during the inspection, he/she has noticed any defect or discrepancy or slackness etc. in the proper maintenance of the Guest House(s) then a report to this effect shall also be submitted by him/her to the Controlling Officer and also the Sessions Judge concerned, where the Guest House is situated outside Shimla. He/she shall also check and inspect the Feedback Register and take note of suggestions/recommendations/ complaints of the guests and submit a complete report in this behalf to the Controlling Officer and also to the District & Sessions Judge concerned, who shall take immediate action against the defaulting officer/official and also issue necessary directions to the officer in charge.

13. Maintenance of Record in each Guest House.—(a) An occupancy register in the form as given in **Annexure-C** showing the detailed particulars about the Guests shall be maintained.

- (b) Another register in form **Annexure-E** shall be prepared which shall show the feedback about the facility and services rendered in the Guest House. It shall be the duty of the Care Taker/Attendant/Cookcum-Chowkidar to take feedback from each guest staying in the Guest House and then put up the same before the Protocol Officer and Officer-in-Charge, as the case may be, at the time of inspection of the Guest House.
- (c) Separate Inventory Registers of the Furniture/ furnishing items, electrical appliances and the Crockery etc. shall also be kept in the Guest House in the Registers normally used for maintaining the Stocks etc.
- (d) Cash book showing the details of the receipts of the charges in the Guest House, which shall be maintained by the Care Taker and the charges received in the Guest House shall be deposited by the Care Taker once in a week i.e. Monday in the Government Treasury against proper head and the record maintained in this behalf.
- (e) Bill-cum-Receipt book in form in **Annexure-B** shall be maintained in the Guest House and a bill-cumreceipt shall be acknowledged to the Guest and a carbon copy of the same retained in the record.

14. General.—(a) If any question arises with regard to the interpretation or explanation of these Rules, it shall be decided by the Chief Justice or the Judge authorised by the Chief Justice to decide so and his decision in this behalf shall be final.

- (b) Where it will not be in public interest to give full particulars of the visit in the Register of the Guest House such as in the case of any Vigilance inquiry etc., then insertion of

the words "Confidential/Official" in the appropriate column(s) of the Register shall be sufficient.

- (c) All the Guest Houses shall prominently carry sign Boards in front portion of the building indicating it to be the Guest House/Sessions House of the High Court. This apart, the sign boards shall also be displayed at the appropriate crossing or diversion etc. of the city or town indicating the direction of the Guest House or the Sessions House so that it could be convenient to the Guests to locate the Guest House easily.
- (d) There shall be a flag post at the appropriate spot outside each Guest House to unfurl the national flag at the time of guard of honour to any visiting dignitary, who is entitled to the guard of honour in accordance with the norms and it shall be duty of the staff posted in the guest house to ensure that such flag post is maintained properly at all times.
- (e) Private Cooking in the premises of any guest house shall be prohibited. In case under any emergent circumstances, the private cooking is to be done by any guest in a any suit having kitchen facility, then this fact should invariably be brought to the notice of the Officer- in-charge.

15. General Relaxing Power.—The Chief Justice may, if he thinks fit, necessary or expedient so to do, relax any of the provisions of these Rules.

16. Repeal and Saving.—"The Guest House (Use and Occupation) Rules, 2004 as amended from time to time and any instructions issued qua regulating the use and maintenance of the Guest Houses stand repealed but any action taken under the said Rules or Instructions shall not be invalidated merely on coming into force of these Rules.

By order,
Sd/-
Registrar General.

URBAN DEVELOPMENT DEPARTMENT

NOTIFICATION

Shimla-2, the 7th September, 2013

No. UD-A (1)-1/2013-Loose.—In exercise of the powers conferred by sub-section (4) of Section 10 of the Himachal Pradesh Municipal Act, 1994, the Governor, Himachal Pradesh is pleased to nominate the following persons as members (Government nominee) of Nagar Panchayat, Banjar, Distt. Kullu, H.P. :—

- (i) Sh. Yagya Chand Negi Vill. Khadwali, PO Banjar, Distt. Kullu, H.P.
- (ii) Sh. Vinod Gupta S/o Sh. Uttam Ram Gupta R/o Ward No. 5, Banjar, Distt. Kullu, H.P.
- (iii) Sh. Ajay Mehta S/o Sh. R.V. Mehta, VPO Banjar, Distt. Kullu, H.P.

By order,
Sd/-
Principal Secretary (UD).

ब अदालत कार्यकारी दण्डाधिकारी, जुब्बल, जिला शिमला, हिमाचल प्रदेश

श्री समन पुत्र स्व० श्री आलमू राम, निवासी गांव चेबड़ी, तहसील जुब्बल, जिला शिमला (हि० प्र०)
प्रार्थी।

बनाम

आम जनता

प्रत्यार्थी।

जेर धारा 13 (3) जन्म एवं मृत्यु पंजीकरण अधिनियम, 1969.

प्रार्थी श्री समन पुत्र स्व० श्री आलमू राम, निवासी गांव चेबड़ी, तहसील जुब्बल, जिला शिमला (हि० प्र०) ने इस कार्यालय में शपथ-पत्र सहित प्रार्थना-पत्र प्रस्तुत किया है जिसमें लिखा है कि उसके पिता श्री आलमू राम का देहान्त दिनांक 1-12-2005 को हो चुका है परन्तु अज्ञानता के कारण वह अपने पिता की मृत्यु का पंजीकरण ग्राम पंचायत झड़गनकराड़ी के अभिलेख में दर्ज नहीं करवा सका तथा अब प्रार्थी इसका पंजीकरण पंचायत रिकॉर्ड में करवाना चाहता है।

अतः इस इशतहार द्वारा आम जनता को सूचित किया जाता है कि यदि किसी व्यक्ति को मृतक श्री आलमू राम की मृत्यु के पंजीकरण बारे कोई भी एतराज हो तो वह दिनांक 27-9-2013 को या इससे पूर्व प्रातः 10.00 बजे इस कार्यालय में असालतन या वकालतन हाजिर आकर अपना एतराज पेश करे अन्यथा एकतरफा कार्यवाही अमल में लाई जावेगी तथा मृतक की मृत्यु के पंजीकरण के आदेश पारित किए जाएंगे।

आज दिनांक 29-8-2013 को मेरे हस्ताक्षर व मोहर अदालत से जारी हुआ।

मोहर।

हस्ताक्षरित/—
कार्यकारी दण्डाधिकारी,
जुब्बल, जिला शिमला, हिमाचल प्रदेश।